Kansas Criminal Justice Information System (KCJIS) Committee

Strategic Plan

2018-2023

Developed: August 13, 2018

Last Reviewed: June 24, 2019

Table of Contents   **Page**

Executive Summary

The Kansas Criminal Justice Information System (KCJIS) Committee created this Strategic Plan to help educate the Legislature, state officials, public on the purpose of the Committee and how it works together to identify issues and solutions to help the criminal justice community.

You will notice throughout the Plan many of the issues and solutions are within specific agencies or associations; however, the solution benefits the criminal justice community, so it is considered a KCJIS initiative for this document. You may also notice the plans or projects listed in this document are also listed on KCJIS Committee member agencies or association strategic plans, budget documents, and/or financial requests. This is because KCJIS does not have a funding source for projects. It is up to the individual agencies and associations to identify funding to proceed with a project.

In short, the KCJIS Committee is dedicated to the criminal justice process and finding ways to improve the flow of accurate and complete data securely between agencies.

Sincerely,

Leslie Moore, Chair, Kansas Criminal Justice Information System Committee

Introduction

This document outlines the strategy, action plans, and partnerships for the Kansas Criminal Justice Information System (KCJIS) and the Kansas Criminal Justice Information System-Committee (KCJIS-C). This five-year strategic plan provides stakeholders with a vision and mission to govern the actions of KCJIS. This strategic plan is presented as a dynamic document. An annual review to the plan will give the stakeholders an opportunity to revise as necessary.

Background

In the mid-1990's, the Kansas Legislature created the Criminal Justice Coordinating Council (CJCC). The CJCC created the KCJIS subcommittee due to the establishment of Sentencing Guidelines and the resulting need for timely and accurate criminal history information. KCJIS was tasked to facilitate the movement of data electronically. Several years later, the KCJIS subcommittee became a separate committee, by statute, to continue with the mission of the electronic sharing of data.

KCJIS is a secure operating environment that has grown beyond this initial scope to become one of the leading integrated criminal justice information systems in the United States. The KCJIS integrated system provides daily operating information used by criminal justice, public officials, and policymakers in Kansas and elsewhere.

There are many separate information repositories, affiliated systems, and a variety of agencies that collectively comprise KCJIS. Some information systems are fully integrated into KCJIS and others have yet to be integrated. The list of users, or "customers," is extensive. All users and contributing agencies are critical to the success of KCJIS as they both provide information to and use information from the system.

Effective operation of KCJIS depends upon the collection of and access to timely, accurate, complete, and consistent information. An updated KCJIS strategic plan is necessary to provide the guidance and framework from which the activities of multiple agencies will be coordinated and the future possibility of funding major initiatives.

Critical Information System

KCJIS provides extremely important information for law enforcement across the state. This strategic plan closely aligns with the DHS Emergency Services Sector plan of vision, mission, goals, and priorities, which includes the following:

- Partnership Engagement: Continued growth and improvement in federal, state, and local partners, which will allow KCJIS-C to effectively sustain collaborative dialogues to address risk, needs, and opportunities.
- Situational Awareness: Support for an information-sharing environment that ensures availability and free flow of accurate, timely, and relevant information, intelligence, and incident reporting.
- Prevention and Protection: Development of a risk-based approach to improve the overall protection of the KCJIS mission through data-supported decisions and initiatives.
- Information Technology Advancement: Continued work with other states and relevant organizations and associations to identify technological advancements, risks, and threats that may affect the efficient operation of KCJIS.
- People: Commitment to work with other state agencies and partner organizations to recruit and retain qualified, effective, and knowledgeable IT personnel within state government.

Agency Participation & Purpose

The KCJIS-C is mandated by state statute (KSA 74-5701) and composed of representatives of key KCJIS stakeholders. The group consists of representatives from the following state and local agencies and associations:

- Kansas Department of Corrections (DOC)
- Office of Judicial Administration (OJA)
- Kansas Bureau of Investigation (KBI)
- Department of Administration (DofA)
- Kansas Highway Patrol (KHP)
- Kansas Association of Chiefs of Police (KACP)
- Kansas Sheriffs' Association (KSA)
- Kansas County & District Attorneys Association (KCDAA)
- Kansas Association of District Court Clerks and Administrators (KADCCA)
- Kansas Association of Public Communications Officers (APCO)

Pursuant to state statute, the KCJIS-C will report regularly to the Kansas Criminal Justice Coordinating Council (CJCC) regarding projects, activities and information of interest.

The purpose of the KCJIS Committee is to bring public safety entities together to facilitate the secure sharing of data essential for the safety of the people of Kansas; establish and maintain a secure network connection between each county and the state for the purpose of exchanging this data; coordinate the exchange of data, including the standardization of data exchange protocols and the establishment of security policies for KCJIS; and provide assistance to local,

tribal, and state agencies in purchasing technology and software meeting these standards and policies.

Kansas Criminal Justice Information System Committee (KCJIS-C)
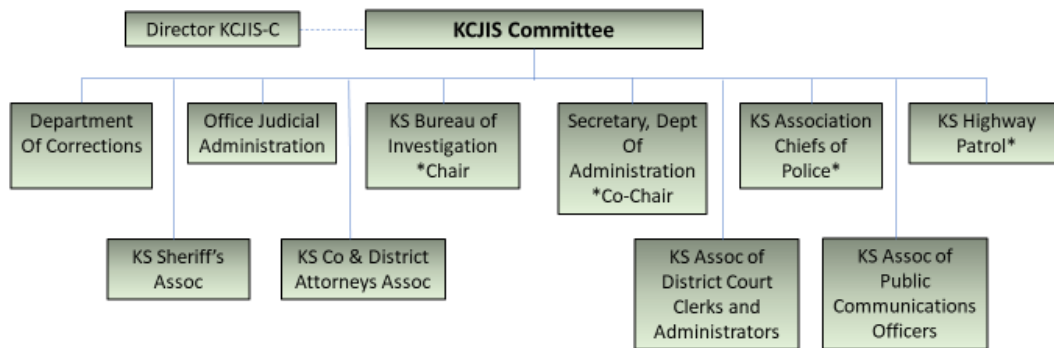
* Current Executive Committee   9Apr2019

Users, Contributors & Partners

KCJIS primary users are those with a direct operational need for the information within the system. Contributors are the many users of the system who also provide most of the information within the system. The majority of users who have direct access to KCJIS are the following:

- Law enforcement (sheriff, police departments)
- Jail administrators
- District and county attorneys
- City prosecutors
- Courts and judges
- Parole, probation, and community corrections officers
- Juvenile officers
- Office of the Attorney General
- 911 Communication Centers
- Federal Bureau of Investigation (FBI) and multiple other federal agencies.

Partners to KCJIS and the KCJIS-C include organizations and committees such as the Traffic Records Coordinating Committee (TRCC), whose mission is to promote traffic safety across the state. The TRCC works with KDOT to provides KCJIS and KCJIS-C with data and funding.

Integration of Criminal Justice Business Process

The criminal justice process involves many steps and a large number of agencies and partners, just a few of which are illustrated here in this basic diagram:
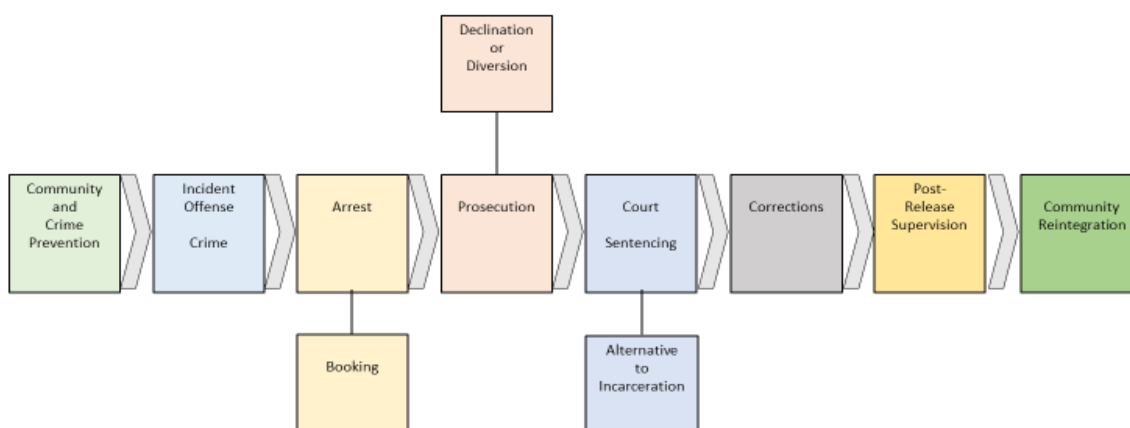
Each of these steps demonstrates the flow of information regarding crime in Kansas and the efforts of the many partners shown (and implied) to prevent and solve criminal activity. Much of the information relevant to a given incident in these steps is maintained in separate databases and is not linked together. In many cases the information is documented on paper forms and reported to state agencies (as is statutorily required) in that medium. This makes it even more difficult to get a comprehensive picture of crime in the state. A long-term need is to link all information (where possible), which would provide a much clearer view of crime in the state of Kansas. The fundamental function of KCJIS is for the integration of the various data sources involved, and to help provide this view. This is a significant and long-term effort, already partly complete but requiring a sustained commitment by the state.

Scope

The scope of this strategic plan provides for the vision, mission, and direction of KCJIS and the KCJIS-C to include the following:

- Annually review and update the strategic plan based upon the priorities, initiatives, and schedules identified by the KCJIS-C.

- Identify, define, and update the vision, mission, and goals of KCJIS-C.

- Identify and define the strategic initiatives and activities that provide the necessary framework for the improvement of KCJIS.

- Identify and assist in the development of an information-sharing plan.

Vision

"A safer Kansas through effective criminal justice information sharing."

Mission

"We are a criminal justice information-sharing environment that provides professionals with access to information they need when they need it."

Goals
Appendix A. for Performance Measures

Goal 1: Partnership Engagement
   To utilize partnerships, to foster and effectively sustain collaborative dialogues, and to address priority risks, initiatives, and issues that affect the KCJIS community overall.

Goal 2: Information Sharing
   Support an information-sharing environment that ensures the availability and flow of accurate, thorough, timely, and relevant information, intelligence, and incident reporting.

Goal 3: Information and System Security
   Promote information security for all partners and information shared on the Kansas Criminal Justice Information System (KCJIS). Establish minimum standards for physical and information security for any participant accessing data utilizing KCJIS. Coordinate Federal, State, Tribal, and Local security requirements with KCJIS partners.

Goal 4: Standards-Based Systems

Develop and promote technical standards for information sharing. Work closely with public and private partners and end-user associations to share information on best practices, national and international standards, technological advancements, and risk.

Goal 5: Information Technology Advancements

Provide state and local agencies with information for purchasing equipment to ensure compatibility with state and local information sharing systems, while ensuring that the KCJIS supports implementation of new criminal justice technology.

Strategies (each strategy is linked to a goal, for example, Strategy 1 to G1 & G2)

a. Strategies Utilized?

Strategy 1: Utilize collaborative approaches to strengthen KCJIS planning and decision making. *(G1 & G2)*

a. The KBI is in the process of developing statewide regional KCJIS user groups. These groups will be led by regional leaders with the support of KBI personnel. User groups will allow open discussions on activities and issues of interest those locales and regions. The KBI will assist in providing leadership and a state perspective.

Strategy 2: Develop and refine processes and mechanisms for ongoing coordination and collaboration between KCJIS users and KCJIS-C, to support the use of the most current technology. *(G2 & G5)*

a. Newly developed regional KCJIS user groups will be used for feedback on existing technology and creating future technologies.
b. b. Regional KCJIS user group information will be shared with KCJIS-C.
c. c. KCJIS-C contact information will be posted for local agencies to contact with comments or concerns

Strategy 3: Collaborate with our partners to identify and develop appropriate efforts to meet state goals and to support KCJIS needs and requirements. *(G1)*

a. Share project planning and updates with KCJIS-C to ensure all invested partners are included and duplicative efforts are eliminated.

Strategy 4: Enhance the KCJIS users' and policymakers' ability to share information through innovative processes and technologies. *(G2 & G5)*

a. Direct emails with KCJIS Community from the Director of KCJIS-C to develop open lines of communication and dialogue with the users of the system.
b. KCJIS User Groups

    c.   eCitation

Strategy 5: Identify data, tools, and processes of items of interest in KCJIS information sharing. *(G2 & G5)*

    a.   Direct emails with KCJIS Community from the Director of KCJIS-C to develop open lines of communication and dialogue with the users of the system.
    b.   KCJIS Newsletters
    c.   Annual presentation and discussion with members of the CJCC
    d.   KCJIS Annual Conference

Strategy 6: Identify and implement a process to assess security and risk to information and systems and recommending solutions or corrections. *(G3)*

    a.   Auditing
    b.   KCJIS Policy annual update
    c.   Multiple emails and newsletters developing situational awareness of system security from insider and cyber threats

Strategy 7: Identify best practices and standards of CJIS systems both locally and nationally. *(G4)*

    a.   KCJIS-C members attend many national and regional CJIS meetings. Several of the members are currently national board members of associations and organizations. These members gather best practices and current situational awareness from around the country to apply to Kansas as necessary.
    b.   The KHP works closely with the FBI CJIS in any changes FBI maybe planning for the FBI CJIS Policy and how those changes may influence the current state CJIS Policy. The KCJIS Policy Sub-committee has recently changed their procedures to quickly update the KS Policy and distribute it state wide when changes are required

Strategy 8: Identify training, gaps and opportunities in the KCJIS community. *(G1 & G4)*

    a.   Annual review of the KCJIS Strategic Plan
    b.   Information sharing via emails, auditing, newsletters and trainings
    c.   KCJIS User Groups

Action Plan (each initiative is linked to a strategy)

KCJIS Committee Initiatives

1)   Develop an annual Legislative update that will consist of the current strategic plan highlighting the activities, accomplishments, and challenges that the Committee has experienced during the past year. *(S1 through S8)*

a. The KCJIS Committee has completed their review and update to the 2019 Strategic Plan. All goals, strategies and action items were reviewed for relevance, timeliness and impactfulness.

2) KCJIS-C review and update the KCJIS strategic plan annually. *(S8)*
   a. Completed June 30th, 2019

3) Review and approve the FBI CJIS security policy annually. Review and update the KCJIS security policy as necessary. *(S6)*
   a. The KCJIS Policy sub-committee met twice to review the updated FBI CJIS changes and incorporation in to the KCJIS Policy 5.7. KCJIS-C voted and accepted the updates at the March 11th meeting.

4) Promote the electronic submission of data to the statewide repositories, focusing on KIBRS, dispositions and eCitation. *(S4)*
   a. The KCJIS eCitation project launched for manual entry in February 2019. The system to system interface is scheduled to be released in the summer of 2019.

5) Support and educate the KCJIS community on the importance of securing KCJIS. *(S6 & S8)*
   a. Multiple emails, newsletters, and trainings were conducted from July 2018 to June 2019 on the importance of both physical security and system security. Insider, cyber and criminal threats were emphasized at all information security discussions and trainings.
   b. KCJIS User Groups – Provide a venue for KCJIS users across the state to collaborate on KCJIS issues and an opportunity for users to provide input for enhancements to KCJIS.
   c. KHP provided several trainings to local law enforcement to include:
      i. Conduct Local Agency Security Officer (LASO)
      ii. Security Awareness Training
      iii. Basic Law Enforcement Communications Officer Training (BLECO) for new dispatchers twice a year
      iv. Training for new Terminal Administration Coordinators (TAC)
      v. Full Access, National Crime Information Center (NCIC), training for new users
      vi. Limited Access NCIC Training
      vii. Specific topic training (i.e. Open Fox tips & tricks, Protection Order entries, Sex Offender entries, etc)
   d. KBI provided trainings on central repository submissions
      i. Fingerprint and palm print training
      ii. Disposition training
      iii. Offense and Arrest report training
      iv. Law Enforcement Officers Killed and Assaulted report training
      v. Use of Force training
      vi. eCitation training

vii.　Offender Registration training
　　　　viii.　Asset Forfeiture training

6) Develop and implement statewide KCJIS data exchange standards. *(S7)*
   a. The Kansas Bureau of Investigation is working tirelessly to institute standardize data exchange within KCJIS and across the state on systems that assist public safety. Data exchange standards have been and continue to be an ongoing part of system interoperability, by utilizing standards of the National Information Exchange Model (NIEM), National Law Enforcement Telecommunications System (Nlets) and other standards promoted by NIST, just to name a few.

   b. A short list of production standards includes:
      1. Kansas electronic disposition reporting utilizes a NIEM standard with Kansas extensions.
      2. Kansas citation submissions utilize a NIEM standard with Kansas extensions.
      3. Information sharing between Kansas Department of Revenue – Department of Motor Vehicle and KCJIS utilizes the NIEM-Collaboration between AAMVA and Nlets for Driver License Exchange (CANDLE) standard with Kansas extensions for both driver and vehicle data.
      4. Incident Based Reporting submissions currently utilize a proprietary Kansas standard based on an American National Standards Institute (ANSI) structured flat file.
      5. Federated Identity utilizes a Security Assertion markup Language (SAML) standard with a Global Federated Identity and Privilege Management (GFIPM) conformant payload.

7) The Director will identify and share critical information with the KCJIS community *(S5 & S6)*
   a. During calendar year 2018 the Director of the KCJIS-C sent out more than 45 Information Sharing emails to the KCJIS Community. The intent of the Information Sharing emails is to develop a dialogue between the front-line users of KCJIS and the state committee. There have been multiple times users have expressed their appreciation of the information from the state. Some of the information shared included:
      i.　Cyber Security situational awareness
      ii.　Emergency Services issues and awareness
      iii.　Training Opportunities
      iv.　Policy changes
      v.　Judicial system updates
      vi.　Federal alerts and flashes
      vii.　And other information of interest to the DHS identified Emergency Services Sector

8) Develop, gather, and publish performance measures of KCJIS, KCJIS-C and partner agency efforts. *(S1 & S3)*
   a. This was not accomplished in fiscal year 2019. The Committee will focus on this initiative in fiscal year 2020.

9) Report to the CJCC on an annual or as-needed basis. *(S5 & S7)*
    a. The CJCC was presented the KCJIS Strategic plan in hardcopy and via a verbal presentation in August 2018.

10) KCJIS-C and stakeholders will identify KCJIS community training needs and educational information that will be distributed at the annual KCJIS Conference. *(S5 & S8)*
    a. The KCJIS conference committee which had representation from KHP, KBI and the KCJIS Director reviewed training and educational requirements for the users of the KCJIS. The annual KCJIS conference was June 2-4, 2019 in Topeka.

11) Utilize the committee strategies to identify actions the committee may take to support KCJIS related agency projects. *(S1 through S8)*
    a. KCJIS-C sponsored statewide eCitation database rollout, manual entry, was completed in February 2019. Phase 1 consisted of the manual entry portion. Agencies are encouraged to enter traffic citation data in to the state system to be shared across the state and with other partners. Phase 2 of eCitation will be a system to system interface with vendors who are willing to partner with the state in sharing of information.

Risk to the Strategic Plan

The KCJIS-C, along with participating agencies, will identify possible threats and risks including assumptions, history, agreements, and external factors associated with projects, initiatives and activities identified in the plan. Risk will be addressed in a consistent meaningful way through open and honest committee communication.

Current Committee Members *(as of June 28, 2019)*

Chair, Leslie Moore, Kansas Bureau of Investigation

Co-Chair, Secretary DeAngela Burns-Wallace, Secretary of the Kansas Department of Administration

Chief Bob Sage, Kansas Association of Chiefs of Police

Captain Jim Oehm, Kansas Highway Patrol

Sheriff Roger Soldan, Kansas Sheriffs' Association

Harold Sass III, Kansas Department of Corrections

Kelly O'Brien, Office of Judicial Administration

Heidi Schneider, Kansas Association of Public Safety Communications Officials

Amber Norris, Kansas County and District Attorney Association

Doug Hamilton, Kansas Association of District Court Clerks and Administrators

KCJIS Committee Director

David Marshall, Department of Administration